



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-530
Position Title: Librarian
Series and Grade: PG-1410-13
Salary Range: \$77,353 - \$100,554 PA
Promotion Potential: None
Opening Date: 09/14/06
Closing Date: 09/29/06
Location of Position: Library Services and Content Management
Library Planning and Development
Planning and Development Library Services
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full-time (Shift 1)
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

The incumbent serves as a Senior Planning and Development Specialist responsible for aspects of GPO's policy development and planning for the various Library Services and Content Management library programs. As directed, negotiates policies with the national professional library associations and interests such as the Depository Library Council to the Public Printer, the American Library Association, the Association for Research Libraries, the American Association of Law Libraries, the Library of Congress and other national libraries, the Book Industry Study Group, and others. Under the direction of the Library Services Manager, assists in setting policy direction for the access to and dissemination and preservation of U.S. Government information, ensuring that these products are widely available, meet user needs, and remain in the public domain. The incumbent advises the Library Services Manager on the potential or realized impact of related decisions on other organizations and programs. Provides technical guidance to lower-graded employees in the office. Assists in evaluating the effectiveness of the programs working with others within and outside the office to determine how well library program objectives are met, and evaluates possible alternative courses of action to determine the most suitable of the proposed solutions. Collaborates to prepare recommendations for legislation to change the way programs are carried out; in evaluating the content of new or modified legislation for projected impact upon agency programs and resources; or in translating basic legislation into program goals, actions, and services. The incumbent represents GPO at meetings and professional association conferences; and performs other related duties as assigned.

QUALIFICATIONS NEEDED:

As a basic requirement, librarians must have professional education in library science or possess equivalent experience and/or education as shown below in **A** or **B**;

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and

experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. **AND**

In addition to meeting the basic qualification requirements, applicants must have 2 full years of progressively higher level graduate education or master's in library science or equivalent degree; **AND** possess one year of specialized experience equivalent to the PG-12 grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is described as experience devising policies and procedures to modify standard library practices, precedents, and techniques; and conducting complex feasibility studies to solve or improve a variety of information access, dissemination, and preservation problems.

All qualifications must be met by the closing date of the announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of the theories, objectives, principles, and techniques of librarianship in order to set policy direction for the access to, and dissemination and preservation of U.S. Government information.
2. Ability to apply fact-finding and analytical techniques and methods used to gather, evaluate information, and develop solutions or to draw logical conclusions.
3. Ability to communicate orally and in writing with individuals and groups with diverse interests to accomplish program goals and objectives.
4. Knowledge of regulatory and legal requirements for Information Dissemination programs, and the missions, policies, goals, and objectives of GPO and the Federal Depository Library Program (FDLP).

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all

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the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Valerie J. Tripp
HR Operations
Phone: (202) 512-1178
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.